

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations.  
Voice/CRS Relay (711)

**Position:** Staff Services Manager I (Specialist)

**Position #:** 051-120-4800-010

**Salary Range:** \$5,079 - \$6,127

**Issue Date:** August 20, 2008

**Contact:** Tom Yowell  
(916) 322-5320

**Location:** Administration and Disbursements Division  
300 Capitol Mall, Ste 634  
Sacramento, CA 95814

**Final Filing Date:** Until Filled (Statewide)

## Scope of the Position:

With direction provided by the Budget Manager (Staff Services Manager II), the incumbent will independently perform the more complex duties associated with the development, preparation, maintenance, review and control of the department's annual budget. In addition, the incumbent will provide consultative budget services to management and program staff. Duties include, but are not limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Responsible for preparation of the department's annual budget and all related schedules, including interpretation and application of all pertinent State Administrative Manual sections and externally-imposed budget mandates and directives; develop and maintain various required budget schedules and galley; prepare Legislative Hearing Reference Binders for executive management's use at legislative budget proceedings.
- Provide budgetary expertise and technical support in matters related to the SCO budget, such as the reconciliation of appropriation by expenditure category for various funds, recommendations to funding issues and program changes based on various budget related issues; provide technical expertise and recommendations on decisions which commit expenditure of resources; in an advisory capacity to executive management, provide advice to avoid errors which could expose the SCO to criticism from the legislature and seriously restrict the operations and flexibility of the department.
- Provide departmental oversight relative to reimbursement activities. Prepare revenue reimbursement forecasting and financial analysis to project future departmental needs. Develop an understanding of the program functions and the associated fiscal needs, analysis of division methodology for calculating reimbursement rates, and validation of projected reimbursement costs to budgeted allocations.
- Review Budget Change Proposals (BCPs) for conformity with the department's and the State's policies and procedures, as well as those established by the Department of Finance; analyze BCPs to ensure proper and sufficient justification has been provided to support requests; make recommendations to executive staff for all BCPs; and develop annual BCP instructions and fiscal reference packages for distribution to departmental budget coordinators.
- Determine the impact of legislation affecting the department and perform fiscal analysis in coordination with program staff.
- Prepare the appropriate documentation for program changes, justification and fiscal analysis for budget revisions, and the analysis and evaluation of division budget needs.
- Respond to requests for technical information regarding the budget development process; perform special tasks and projects at the request of Executive staff as they relate to financial impact on the department.
- Develop/maintain electronic documentation used by the Budget Office.

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Administration and Disbursements Division  
ATTN: Tom Yowell  
300 Capitol Mall, Suite 634  
Sacramento, CA 95814